



City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Maintenance Worker I
Class Code Number	5130

General Statement of Duties

Performs a variety of routine and limited semi-skilled labor in the construction, maintenance and repair of City infrastructures in one or more of the following Public Works Divisions: Parks, Streets, Water Distribution, or Sewer Collection; when assigned to meter reading, obtains water and other meter readings; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to perform routine and semi-skilled labor in the construction, maintenance, and repair of City infrastructures to ensure safe and efficient facilities and services to City residents. When assigned to meter reading, the principal function is to obtain water and other meter readings. The work is performed under the supervision and direction of an assigned supervisor, but some leeway is granted for the exercise of independent judgement and initiative. A I level incumbent may reasonably expect to be promoted to the II level after successfully completing a probationary period, obtaining and demonstrating the required knowledge, skills, abilities, and experience, and meeting pre-identified criteria for promotion to the higher class. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in various outdoor environments with exposure to a variety of terrains and weather conditions.

Examples of Essential Work (Illustrative Only)

If assigned to the Parks Division:

- Installs, inspects and maintains park equipment and grounds to ensure safe operating conditions for the public as required;
- Maintains parks in a clean and safe condition, including picking up trash and maintaining trash receptacles, and cleaning and repairing restrooms as necessary;
- Maintains park appearance, including planting, mowing, trimming, edging, fertilizing, and watering lawns, plants, and other landscaped areas as required;
- Maintains the interior and exterior of park facilities, including making minor repairs as necessary;
- Installs and repairs irrigation equipment, including installing irrigation pipes, testing systems, and making minor repairs as necessary;
- Participates in pesticide applications to grasses, plants, shrubs, and trees;

If assigned to the Streets Division:

- Provides for the maintenance and repairs of City streets and roadways, including shoveling and spreading asphalt in patching, painting and striping, and repairing and reconstructing streets;
- Provides installation, maintenance, and repair of traffic signs, including making street signs and installing sign posts and signs as necessary;
- Performs a variety of duties in the maintenance of drainage structures to ensure efficient drainage, including inspecting, repairing, replacing, opening and closing tide gates along assigned routes;
- Performs a variety of weed abatement duties to eliminate hazards to vehicles and pedestrians as necessary;
- Maintains City alleys to ensure safe and efficient access for the public;
- Installs street barricades and cones to ensure safe conditions for the public and City workers;
- Maintains and repairs parking meters as necessary;

If assigned to Water Distribution Division:

- Inspects water services for compliance with established codes and/or damaged or worn parts, and makes repairs as necessary;
- Repairs transmission and distribution water mains, including installing parts as necessary;
- Installs and replaces water and fire services and hydrants, including installing parts, fittings, and setting up and maintaining traffic control to ensure safe traveling conditions for the public;
- Maintains and repairs fire hydrants, including performing scheduled maintenance and making minor repairs as necessary;
- Performs visual checks of meter conditions and connections to ensure efficient operations, and reports damaged or non-functioning meters as required;
- Reads commercial and residential water meters on assigned routes, and records subsequent data in a legible and accurate manner;
- Repairs or replaces meters as necessary to ensure efficient operation, maintains complete and accurate records, and/or reports potential or existing problems to immediate supervisor as required;

If assigned to Sewer Collection Division:

- Maintains sewer lines and lift stations to ensure continuous flow of City wastes;
- Cleans sanitary sewer lines in the collection system by means of hydro cleaning and rodding as necessary;
- Provides installation, maintenance, and repair of sewer mains and laterals;

- Installs and maintains sewer manholes, and makes minor repairs as directed;
- Inspects sewer lines, lift stations, and manholes to ensure compliance with established codes;
- Maintains the City's sewer collection system in a safe and sanitary manner to ensure safe conditions for the City, including repairing broken sewer mains and parts, and hydro cleaning to ensure clean and open distribution;
- Inspects, rebuilds, and services pumps, check valves, and floats as necessary;
- Installs new sewer laterals and mains, including hooking up laterals for new home construction;

If assigned to Meter Reading:

- Obtains and records water meter readings from homes and/or businesses for the purpose of billing water usage, including making necessary calculations and reporting inconsistent readings to supervisor;
- Performs opening and closing of City water accounts by turning water on or off and recording the readings, including processing service orders from the Finance office;
- Reports water service defects and public safety hazards, including providing exception list information and reporting hazards via radio;
- Delivers notices from the Finance office to account holders such as demand for payment, high consumption, returned mail, shut off, or returned check door hangers;
- Provides information to account holders, including addressing complaints and billing concerns, re-reading meters as requested, and answering questions regarding leaks and meter reading;
- Performs various maintenance duties, including removing and installing meters and making minor meter repairs;

For all functional areas of assignment:

- Observes safe work methods and makes appropriate use of related safety equipment as required;
- Operates and maintains light duty equipment and trucks appropriate to the functional area of assignment;
- Operates a variety of hand and power tools and equipment related to work assignment as instructed;
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the work day;
- Installs street barricades and cones, and controls traffic around work sites to ensure safe conditions for the general public and City workers;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Responds to after hours emergencies;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;

- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities
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- Some knowledge of basic principles and practices of construction, maintenance, and repair activities specific to the functional area(s) of assignment;
- Some knowledge of the safe and proper use of basic hand tools, power tools, and other related construction equipment;
- Some knowledge of the safe and practical use of pesticides, cleaning chemicals, and other toxic or hazardous chemicals that may be used in the process of completing assigned duties;
- Some knowledge of basic safety principles and practices of maintenance and repair activities;
- Some knowledge of related Federal, State, and local ordinances and regulations related to operation, construction, and maintenance work in the specified area of assignment;
- Some knowledge of the maintenance and operation of related light and medium duty equipment used in functional area of assignment;
- Some knowledge of the operational characteristics of mechanical equipment and tools used in the assigned area of responsibility;
- Ability to work outdoors for extended periods of times with exposure to varying weather conditions;
- Ability to perform basic mathematical computations necessary to perform any or all required duties specific to work assignment;
- Ability to identify work hazards or liabilities that may be encountered in the course of performing work duties;
- Ability to complete work duties in a timely and efficient manner;
- Ability to efficiently operate related light and medium duty equipment, hand and power tools, and other equipment related to functional area of assignment;
- Ability to establish and maintain effective working relationships with assigned supervisors, other City employees, and the general public;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

In addition, when assigned to meter reading:

- Some knowledge of general operational characteristics of water meters and hand-held computers;

- Some knowledge of the City's water billing process;
- Some knowledge of water meter mechanics;
- Ability to implement organizational skills;
- Ability to make meter repairs;
- Ability to meet deadlines regardless of variable/extreme conditions;
- Ability to read a variety of water meters;
- Ability to maintain accurate and up to date records;
- Ability to identify and repair minor water meter irregularities and recommend corrective action;
- Ability to work independently.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- High School Diploma or GED;
- One to three years construction, maintenance, or service experience related to functional area of assignment.

Required Special Qualifications

- Valid Class C California State Driver's License.
- Must obtain a valid California Class B driver's license within 18 months of appointment for continued employment and promotion to the II level.
- Certification(s) specific to functional area of assignment may be required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to permit the employee to efficiently operate related tools and equipment in the maintenance and repair of City infrastructures; and enable the employee to review a wide variety of materials in electronic form or hard copy form.
- Sufficient manual dexterity, with or without reasonable accommodation, to permit the employee to efficiently operate related City equipment, hand tools, personal computer, telephone, and other related equipment as required;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to permit the employee to easily access and function in a variety of City parks, facilities, streets, and other locations in a variety of terrains and weather conditions.